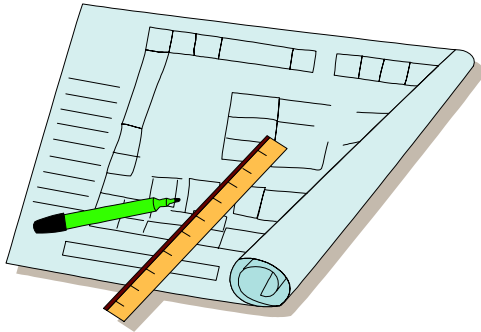


**Office of Central Inspection  
City of Wichita  
Plan Review Section**

## **Project Plans**



### **Site Plans**

### **Architectural Plans**

### **Structural Plans**

### **Mechanical Plans**

### **Plumbing Plans**

### **Electrical Plans**

#### ***Site Plans:***

- ◆ Complete legal description, including the property control number
- ◆ North arrow
- ◆ Existing site conditions; Property boundaries and dimensions, existing structures (distance from boundaries and other structures)
- ◆ location of utility easements and building setbacks
- ◆ Location of all utilities: sanitary sewer, storm sewer, water, electric, etc.
- ◆ Location of any local or federal floodplain
- ◆ Address of existing buildings
- ◆ Proposed structure size, location and distance from boundaries and other structures
- ◆ Location and dimension of vehicle access (include all off-street parking and all new or existing approaches)
- ◆ Details of all accessible parking stalls, signs and ramped access
- ◆ Grading plan with sufficient elevations to indicate proper drainage
- ◆ Total site square feet and square feet of all impervious areas
- ◆ Location of Fire hydrants
- ◆ Existing zoning classification
- ◆ Location, type and height of screening fence or wall
- ◆ Location of trash dumpster /screening
- ◆ Landscape plans if required
- ◆ Location of all new and/or existing signs

#### ***Site Utility Plan:***

In order to avoid costly mistakes in the design of utility connections and drainage improvements for a proposed building, a site utility plan is required.

- ◆ Location and size of the sanitary sewer serving the site
- ◆ Location and size of the building service line and the point of connection to the city sewer
- ◆ Location of grease interceptor and/or mud and oil separator

- ◆ Location and size of the storm sewer system adjacent to the site
- ◆ Location of all drainage improvements and drainage easements
- ◆ Location, size and material of storm lines from the building and point of discharge
- ◆ Location and discharge source of all sump pumps
- ◆ Location. Size and type of building water service, fire service and/or lawn sprinkler service proposed
- ◆ Location and size of all water meters and/or vaults

Building or any areaway storm sewer drain lines 10 inches or smaller require a copy of the site utility plan and a discharge verification letter signed by the owner. Submit to OCI for approval.

The City Engineer shall approve any discharge from areaway storm sewer drain lines of over 10 inches in size.

#### ***Architectural Plans:***

- ◆ Proposed floor plan of the new building or addition
- ◆ Floor plan of existing building if applicable
- ◆ Exit paths to the public way
- ◆ Use and occupancy of all rooms, convey intended use
- ◆ Interior finish schedule/flare spread
- ◆ Door and window schedule
- ◆ Finish hardware schedule
- ◆ Cross sections, Elevations
- ◆ Fire resistive systems for structural frame, floors, roof, walls, and interior partitions and fire assemblies. Provide assembly design numbers
- ◆ Fire rated assemblies for all openings and penetrations
- ◆ General notes and details to provide complete information

- ◆ For additions or remodels of an existing structure, differentiate between new and existing construction
- ◆ Reflected Ceiling Plan
- ◆ Location of fire and draft stops
- ◆ Conformance to all the provisions of the Kansas Accessibility Act

### ***Structural Plans:***

Structural plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas. This includes plans for pre-engineered metal building systems.

- ◆ Design loads; roof live load, wind load and exposure, snow load, floor load, etc.
- ◆ Foundation plan with sections and details
- ◆ Basement and exterior wall sections showing materials, reinforcement, ties to foundation, etc.
- ◆ Embedded anchoring such as anchor bolts, hold-downs and post bases, etc.

### ***Mechanical Plans:***

Mechanical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Location, type, capacity and weight of all heating, ventilation and air conditioning equipment, show required access
- ◆ Specialty equipment; kitchen hoods, paint booth exhaust, automatic fire suppression, garage ventilation, etc.
- ◆ Special use of equipment in conjunction with fire or smoke control
- ◆ Show type and size of all duct runs and location of all fire/smoke dampers
- ◆ Detail all return air systems

### ***Plumbing Plans:***

Plumbing plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Plumbing fixtures; water closets, urinals, lavatories, drinking fountains, etc.
- ◆ Building drain system; underfloor drain waste and vent piping, specify type and size, provide riser diagram
- ◆ Building utilities; sanitary sewer, storm sewer, water service, gas service and all connections to public utilities.
- ◆ Materials; Specify all piping materials
- ◆ Water system; pipe sizes, water heater data and hot water system
- ◆ Vent system; pipe sizes, size of vent through the roof and connections to the building drains
- ◆ Special requirements; grease interceptor, sump pumps, sewer ejector, sample ports, backflow preventers, etc.
- ◆ Roof drainage; roof drains, overflow drains, riser diagrams for drain/rain leader

### ***Electrical Plans:***

Electrical plans shall be signed and sealed in accordance with state statute by an Engineer licensed to practice in the State of Kansas

- ◆ Riser; equipment amps, wire size, grounding
- ◆ Available fault current
- ◆ Service voltage
- ◆ Service equipment short circuit amp rating
- ◆ Panel location, schedules, circuit amp rating
- ◆ Fixture plan, equipment and circuits
- ◆ Wiring method
- ◆ Symbol list
- ◆ Specify wire; copper, aluminum, insulated
- ◆ Service grounding wire size
- ◆ Location of required exit signs and emergency lighting (battery back-up/generator)

## **How to Contact Us**

### **Our Mailing Address:**

Office of Central Inspection (OCI)  
7<sup>th</sup> Floor, City Hall  
455 N. Main  
Wichita, Kansas 67202

### **Phone Numbers:**

*Administration:* (316) 268-4460  
*License/Trade permits:* (316) 268-4413  
*Sewer Permits:* (316) 268-4341  
*Permit desk:* (316) 268-4461  
*Plan Review:*  
Local: (316) 268-4477  
Out of State: 1-800-591-0938  
*Building Inspection:* (316) 268-4648  
*Mechanical Inspection:* (316) 268-4473  
*Plumbing Inspection:* (316) 268-4471  
*Electrical Inspection:* (316) 268-4465  
*Elevator Inspection:* (316) 268-4462  
*Neighborhood Insp.:* (316) 268-4481  
*Zoning/Signs:* (316) 268-4479  
*Fax:* (316) 268-4663

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